



**Administration for Children and Families**

Office of Community Services

Job Opportunities for Low-Income Individuals (JOLI)

HHS-2010-ACF-OCS-EO-0023

Application Due Date: 06/23/2010

# Job Opportunities for Low-Income Individuals (JOLI)

HHS-2010-ACF-OCS-EO-0023

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**Department of Health & Human Services  
Administration for Children & Families**

**Program Office:** Office of Community Services  
**Funding Opportunity Title:** Job Opportunities for Low-Income Individuals (JOLI)  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2010-ACF-OCS-EO-0023  
**CFDA Number:** 93.593  
**Due Date For Letter of Intent:** **06/04/2010**  
**Due Date for Applications:** **06/23/2010**

**Executive Summary:**

The Office of Community Services' (OCS) Job Opportunities for Low-Income Individuals (JOLI) program supports business development and expansion opportunities, including micro-enterprise and self-employment opportunities, in an effort to help Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals achieve economic self-sufficiency. Grantees may provide technical and financial assistance to private employers in low-income communities in order to create sustainable employment and business opportunities. Funded projects should focus on one of the following three program strategies: (1) new business ventures, (2) business expansion, and (3) self-employment/micro-enterprise projects.

Grantees must ensure that TANF recipients and other low-income individuals are recruited to participate in business development and expansion activities, and to fill positions created under the program. The program must help TANF recipients and other low-income individuals overcome personal or community barriers, and ensure that the businesses and jobs remain viable for at least one year after the end of the grant. For JOLI grants, low-income individuals are defined as those living in households with incomes at or below poverty, as defined by the U.S. Department of Health and Human Services (HHS) Guidelines on Poverty, found at <http://aspe.hhs.gov/poverty/index.shtml>.

In addition to a well-planned and viable strategy for business creation or expansion, applicants must have in place: (1) needed management, staff, and other resources, (2) written commitments from project partners, (3) evidence of site control, and (4) referral sources to identify low-income individuals to fill the positions.

JOLI grants are awarded to non-profit organizations having 501(c)(3) or 501(c)(4) status.

The Division of Community Discretionary Programs will be sponsoring a pre-application conference call for all parties interested in applying for the Jobs for Low-Income Opportunities projects funding opportunity. This conference call is to inform the public on this grant funding opportunity and provide an overview of the JOLI program and review the program funding announcement. Applications requirements, procedures and timelines will be explained.

A conference call for interested applicants will be held **May 27, 2010**, at 1pm eastern standard time.

Interested applicants should register for the call at: [OCSRegistrar@icfi.com](mailto:OCSRegistrar@icfi.com). You may also call 703-934-3212 with any questions. When we receive your registration, a PowerPoint presentation and the call-in access information will be sent to you.

If you are unable to participate in the live conference call, a recording and transcript of it will be available at the JOLI Website: <http://www.acf.hhs.gov/programs/ocs/> following the conference call until the closing date

of the announcement.

For additional questions, contact us at [ocsgrant@acf.hhs.gov](mailto:ocsgrant@acf.hhs.gov).

## I. Funding Opportunity Description

### Statutory Authority

The Office of Community Services Job Opportunities for Low-Income Individuals program is authorized under Section 505 of the Family Support Act of 1988, Public Law (P.L.) 100-485, as amended by Section 112 of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996, P.L. 104-193, as amended.

### Description

The purpose of the JOLI program is to provide technical and financial assistance to support the creation of employment and business opportunities that will be available to TANF recipients and other low-income individuals in low-income communities. OCS seeks to fund projects that implement strategies for fostering self-sufficiency for low-income families and achieving sustained employment opportunities in low-income communities.

JOLI projects funded under this announcement should be focused on one of three program strategies: (1) new business ventures, (2) business expansion, and (3) self-employment/micro-enterprise projects. While proposed projects may involve more than one of these program strategies, the most successful projects typically focus on only one. In all cases, the end result of the JOLI-funded activity must be the creation of new, full-time, full-year jobs for TANF recipients or other low-income individuals. Please refer to definition of terms starting on page 6.

The Family Support Act of 1988 authorizes the Secretary of the U.S. Department of Health and Human Services (HHS) to enter into agreements with non-profit organizations (including community development corporations) for the purpose of conducting projects designed to create employment opportunities for certain low-income individuals (42 United States Code (U.S.C) 9926). HHS regulations at 45 CFR Part 87 permit eligible faith-based organizations to apply for JOLI funding.

**Program Strategy 1: New Business Ventures** involve developing a new business that will train and employ TANF recipients or other low-income individuals to work within that business.

**Program Strategy 2: Business Expansion** involves providing technical and financial assistance to businesses already in existence. The assistance should allow the businesses to expand, for example by helping them obtain better marketing services, contracts, or access to funds needed to help the business grow.

**Program Strategy 3: Self-employment/Micro-enterprise projects** involves projects that create self-employment/micro-enterprise opportunities for eligible participants in industries that are expected to thrive in the target area, and will help participants become economically self-sufficient. Self-employment involves the creation of a sustainable business that is designed to employ a single individual such as home-based day care, graphic design, medical billings, sewing services, or secretarial services. Micro-enterprise involve the creation of a sustainable business that is designed to hire one to five individuals, such as a cleaning business that will create more than one job. Under this strategy, OCS does not consider a position to be created until it is a full-time, full-year position at locally determined minimum wage, which exists for a minimum of 12 months.

Direct financial assistance may be provided to beneficiaries by creating a revolving loan fund for the provision of business loans to self-employed /micro-enterprise business owners; and providing direct cash assistance for costs such as start up assistance, computers, supply costs, salaries, and training stipends.

The JOLI program provides funding for projects that service areas with a demonstrated need for the proposed project. To accomplish this, priority will be given to programs in which all businesses and positions created and located within a service area with unemployment and poverty rates that are at or above the State or National levels. Further, the program will give priority to projects that serve areas with the highest percentage individuals receiving assistance under a State program funded under part A of title IV of the Social Security Act [42 U.S.C. 601 et seq.], TANF.

Each application must include the four criteria required in the act at 42 USC 9926(c) (1) as follows: Each application must describe: (A) the technical and financial assistance that will be made available under the project conducted under this section; (B) the geographic area to be served by the project; (C) the percentage of low-income individuals and individuals receiving assistance under a State program funded under part A of title IV of the Social Security Act [42 U.S.C. 601 et seq.] in the area to served by the project; and (D) unemployment rates in the geographic areas to be served and (to the extent practicable) the jobs available and skills necessary to fill those vacancies in such areas.

The program also seeks to fund projects that identify and address the personal and community barriers that must be overcome to help low-income individuals become self-sufficient.

JOLI grantees develop solid implementation plans with realistic milestones and time frames to accomplish these goals. In addition, they establish contingency plans to successfully address potential obstacles that may arise. JOLI projects are most successful when they focus on industries that have viable long-term job outlooks and that present no obvious long-term risks. Project viability is typically determined through careful development of supporting market research.

JOLI projects are required to actively recruit and work with appropriate businesses, entrepreneurs, and TANF recipients and other low-income individuals. Grantees must effectively identify TANF and low-income individuals, recruit them, and offer the assistance those businesses and individuals need in order to succeed under the project. Recruitment and retention may be addressed through activities that help address personal barriers such as illiteracy, substance abuse, inadequate transportation, lack of affordable child care, insufficient life skills, past criminal history, health problems, and other barriers that could inhibit an individual's ability to achieve self-sufficiency.

JOLI grantees must demonstrate that the physical facility required to operate the project can be secured. Providing evidence of site control is one way to demonstrate that this aspect of the project's approach is viable. A discussion of the procedures that will be used to acquire any required equipment also can help demonstrate the project's readiness to undertake the project in compliance with all program requirements.

For self-employment and micro-enterprise projects, grantees must provide appropriate training and support to potential entrepreneurs. This involves taking realistic steps to ensure that the entrepreneurs supported by the project will implement their activities in ways that support achievement of the program's goals and objectives. This includes ensuring that the entrepreneurs will do solid market research and develop appropriate plans, and that the new positions will be put in place at least one year before the end of the grant period, and that 100 percent of the positions counted will be filled by TANF recipients or other low-income individuals. Grantees involved with *self-employment and micro-enterprise projects* must secure commitment of contracts/subcontracts for each self-employment/Micro-enterprise business.

Grantees that operate a loan or revolving loan fund must comply with all the terms of 45 CFR Part 74.36 concerning intangible property. Loans from the fund will be made to eligible beneficiaries for business

development activities, that the interest rate charged will be at or below market rate, that copies of executed loan agreements will be submitted to Administration for Children and Families (ACF) upon establishing such loans with program participants, that any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally approved project during the grant period and that default and collection procedures will be established.

Any repaid principal on such loans that is no longer needed for the originally authorized purpose of the project must revert to ACF, consistent with Federal regulations at 45 CFR Part 74.36 (e). Business loans typically are for a minimum of \$20,000. Grantees that make smaller loans must have a clear rationale for doing so, and evidence that such loans will be a reasonable investment to achieve the proposed outcomes. Additionally, interest on loans made with award funds must be treated as program income consistent with Federal regulations at 45 CFR 74.24.

JOLI projects are expected to create new jobs that help TANF recipients and other low-income individuals move toward self-sufficiency. This is accomplished by ensuring that the jobs created by the project pay a livable wage and offer career progression opportunities. Each project is expected to result in long-term economic benefits that allow people to provide for their own needs without the need for public assistance.

The program's goal is that the positions created and new businesses developed will be sustainable after Federal support ends. Positions and businesses must be in place at least one year before the anticipated project end date, and must be viable for at least one year beyond the end of the grant.

JOLI grantees are expected to ensure that adequate organizational experience and resources will be available for the project. Grantees must also demonstrate the capacity to responsibly manage the proposed Federal funds.

Grantees that cannot solely provide adequate organizational experience or resources are encouraged to work with project partners to help implement the project.

When a project partner is involved, grantees must ensure that the partner will comply with any applicable laws. These include ensuring that 100 percent of the positions counted are filled by TANF recipients or low-income individuals, that the grantee has an opportunity to consult about prospective candidates, that the grantee can verify that those candidates who are hired qualify as low-income individuals for the purposes of the program, and that the grantee is able to provide oversight and technical assistance to help ensure the retention of low-income individuals in the jobs.

In addition, project partners must maintain detailed records documenting expenditures of grant funds, supply detailed expenditure reports to the grantee no less than quarterly, agree not to expend funds in any way that was not proposed in the grantee's application without prior written approval from OCS, and provide OCS or its representative access to all documents related to the project, as requested. Project partners and grantees are further required to maintain accurate, unduplicated counts of positions created and must have the capacity to responsibly manage the proposed Federal funds.

The success of JOLI programs is ensured in part through a rigorous budget and financial plan review process. JOLI projects must have funds available that are commensurate with the level of effort necessary to accomplish the goals and objectives of the project.

Standard forms such as the SF 424A with an accompanying budget narrative help applicants ensure that the proposed budget is appropriate for accomplishing the proposed project.

Project budgets typically are developed in sufficient detail to allow for easy analysis of the appropriateness and reasonableness of the line items proposed. Acceptable project budgets clearly link proposed expenditures

to proposed activities.

Technical assistance conferences are provided periodically for JOLI grantees. Grantees are required to send at least one staff member, and must budget for one staff member to attend a conference in Washington, D.C during each year of the grant.

Grantees must also demonstrate the cost per position created will not exceed \$20,000.

For self-employment/micro-enterprise projects, grantees must demonstrate the capacity to help an entrepreneur develop a financially viable business.

If the applicant proposes to use the JOLI funds as a loan or revolving loan fund, whether for micro-enterprises or for other businesses, grantees must provide a model loan agreement showing compliance with any applicable laws.

Grantees are encouraged to seek active partnerships with public agencies that can help identify appropriate low-income candidates to fill the positions created by the program. Typically, these agreements take the form of memorandums of understanding with public assistance and other agencies responsible for child support enforcement, TANF, and employment, education, and training programs (for example, the Department of Labor's Employment and Training Administration-funded One-Stop Career Centers).

To make such agreements effective, grantees are expected to develop explicit strategies for these collaborations, including a clear articulation of the contribution that the cooperating agency will make to the project.

In addition, grantees must ensure that any memorandum of understanding is signed by the cooperating agency and the grantee in order to document the agreement and help ensure that the proposed collaboration will take place.

JOLI grant applicants are also expected to obtain and submit in their applications letters of support from public officials describing Government and community support for the project. Community support may be demonstrated through signed letters from members of the community, such as elected officials, leadership of other local nonprofits, and representatives of neighborhood businesses.

JOLI grantees must develop and follow evaluation plans for the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" The plan is intended to explain how the grantee will measure the project's ongoing accomplishments and compare them with proposed outcomes. Grantees will establish a logic model that demonstrates the logical connections between the project activities and the projected outcomes. Concrete measures that will be used to gauge the project's success in achieving the anticipated results or benefits will be developed to relate clearly to the logic model.

The evaluation must be designed to answer the questions of how future operations of the project could be improved (process evaluation) and what the project was able to accomplish and why (outcome evaluation).

Grantees should procure the services of a qualified, independent evaluator to help evaluate the project. To be considered "independent" an evaluator must be organizationally distinct from and not under the control of the applicant. In addition, consultants providing guidance or technical assistance for operating the project cannot be considered "independent" for the purposes of evaluating the program. To be considered qualified, the individual must have successfully planned and evaluated social services delivery programs, community economic development, or job creation projects for low-income populations or programs designed to foster self-sufficiency in low-income populations.

Grantees must develop and adhere to a viable timeline for evaluating the project over the life of the grant. At a minimum, the applicant must provide an annual evaluation report from the independent evaluator and a final report for the grant cycle. These reports are submitted in conjunction with reports submitted by grantees for months 12, 24, and 36. Each report must include process and outcome measures and compare actual and projected progress toward business creation or expansion and position creation, and discuss any lessons learned. These reports from the independent evaluator supplement regular reporting required from the grantee.

In addition grantees are required to participate in compliance monitoring reviews, and are expected to participate in technical assistance conference calls, an annual collection of information approved by the Office of Management and Budget (OMB), and other limited surveys that request recommendations to improve the technical assistance support. The OMB control number for the survey is 0970-0317 and it expires on 4/30/2011.

JOLI grantees must be qualified non-profit organizations and have sufficient overall experience to successfully implement the proposed project. A minimum of two prior projects is generally recommended. Such experience is typically obtained by undertaking projects of similar size and scope and successfully creating or expanding businesses, and creating jobs for low-income individuals in low-income communities. Grantees also must have the capacity to supply needed facilities and resources, as well as have the capacity to collect needed data and adequately evaluate the program with the help of an independent evaluator.

JOLI projects must be operated by qualified key staff that will have responsibility for managing the project, coordinating activities, and achieving performance targets and must have both skills and experience, as well as sufficient time available to contribute to the project as needed. Skills and experience of key staff must include appropriate supervisory experience, experience in finance and business, and experience with the target population .

## **Definitions of Terms**

The following definitions apply throughout this announcement:

**BENEFICIARY** - A low-income individual whose income is at or below the Federal poverty line as found in the guidelines published by HHS (<http://aspe.hhs.gov/poverty/index/shtml>), who obtains employment or whose business receives assistance under the JOLI program.

**COMMUNITY**- Any geographic area defined by specific boundaries determined by grantees.

**COMMUNITY BARRIERS** - Conditions in a community that may impede success in a job. This might include factors such as: lack of adequate, affordable child care, lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services such as employment services and job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dump sites or leaking underground tanks.

**ELIGIBLE ACTIVITIES** - Activities that contribute to creation or expansion of sustainable new businesses and jobs within a target area.

**EMPLOYMENT EDUCATION AND TRAINING PROGRAM** - A program that provides education and training to TANF recipients, at-risk youth, residents of public housing, displaced workers, homeless and other low-income individuals, and that has demonstrated organizational experience in employment directed education and training for these populations.

**EQUIPMENT** - The tangible non-expendable personal property charged directly to an award having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.



**EQUITY INVESTMENT** - The provision of capital to a business entity for some specified purpose in return for a portion of ownership using an equity investment agreement as the contractual instrument. This is also referred to as Equity Stock Investments.

**FAITH-BASED COMMUNITY DEVELOPMENT CORPORATION** - A community development corporation that has a religious character.

**FULL-TIME, FULL-YEAR JOB** - A non-seasonal position requiring at least 30 hours of work per week. An aggregation of part-time positions to a full-time equivalent is not considered a full-time position.

**INCUBATOR** - A program to help start-up businesses flourish by providing shared support, resources, business services, and advice, normally under one facility location. Incubators that are established without walls are not supported by this announcement.

**INDEPENDENT EVALUATOR** - To be considered "independent" an evaluator must be organizationally distinct from and not under the control of the grantee. In addition, consultants providing guidance or technical assistance for operating the project cannot be considered "independent" for the purposes of evaluating the program.

**INDIRECT COSTS** - Overhead costs of an organization that has been approved by HHS or other Federal agencies for use in applying for Federal funds.

**INELIGIBLE ACTIVITIES** - Grant funds cannot be used primarily for the creation of job training and placement programs. Limited job training and placement activities can be supported in the context of modest training that may be provided for the new positions created. For example, funds can be used to train a cashier for a specific position that has been created, but cannot be used to operate a general job placement program.

**INTANGIBLE PROPERTY AND DEBT INSTRUMENTS** - Trademarks, copyrights, patents, and patent applications and such property as loans, notes and other debt instruments, lease agreements, stock and other property ownership, whether tangible or intangible. See also the definition of REVERSIONARY INTEREST.

**INTERVENTION** - Any planned activity within a project that is intended to produce changes in the target population and the environment for the purpose of job creation and can be formally evaluated. For example, assistance in the preparation of a business plan is an intervention.

**JOB CREATION** - New full-time, full-year jobs that did not exist prior to the start of the project and came about as a result of the start of the project. These activities can include development of new business ventures, the expansion of existing businesses, or the development of new products and services. The training and placement of individuals in already existing jobs, even jobs guaranteed to low-income individuals through a formal agreement with an employer, is not considered job creation.

**JOB PLACEMENT** - Placing an individual in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity. All jobs supported by the project must meet the definition of new job creation, not job placement.

**LIVING WAGE** - While there is no National "living wage," many States and localities do have formal living wage ordinances. Grantees are not expected to report on the wages of jobs created relative to these definitions. However, the goal of the project is to assist the low-income families your project aims to employ in becoming economically independent in your particular community.

**LOAN** - Money given to a borrower under a binding pledge for a given purpose to be repaid, usually at a

stated rate of interest and within a specified period. The creation of a revolving loan fund with funds received under this program is an allowable activity. Loans made to eligible beneficiaries for business development activities must be at or below market rate. Interest accrued on revolving loan funds must be used to continue or expand the activities of the approved project.

**LOW-INCOME** - Those level of households with incomes at or below poverty, as defined by the U.S. Department of Health and Human Services (HHS) Guidelines on Poverty, found at <http://aspe.hhs.gov/poverty/index.shtml>.

**MICRO-ENTERPRISE** - A commercial business with five or fewer employees, one or more of who is the owner.

**MICROLOANS** - Loans made to Micro-enterprise businesses and usually low interest loans of \$25,000 or less.

**NON-PROFIT ORGANIZATION** - An organization (including a faith-based organization or community development corporation) exempt from taxation by reason of paragraphs (3) or (4) of Section 501(c) of the Internal Revenue Code of 1986.

**OUTCOME EVALUATION** - An assessment of project results as measured by collected data that define the net effects of the interventions applied in the project. An outcome evaluation will produce and interpret findings related to whether the interventions created the proposed jobs, or produced other desired changes. An outcome evaluation should address any unanticipated outcomes. It should answer the question: Did this project achieve its stated goals?

**PERSONAL BARRIERS** - Those aspects of an individual's personal situation that may impede success in a job. This might include factors such as limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.

**POVERTY INCOME GUIDELINES** - Guidelines published annually by HHS that establish the level of poverty defined as low-income for individuals and their families. The guideline information is posted on the Internet at the following address: <http://aspe.hhs.gov/poverty/index.shtml>

**PROCESS EVALUATION** - A review and assessment of the planned activities implemented to produce the proposed outcomes (i.e., the creation of new, sustainable jobs). Focuses on the effectiveness and efficiency of the program's activities and interventions (e.g., methods of recruiting participants, quality of training activities and usefulness of follow-up procedures). It should answer questions such as: "Were the project activities comprehensive and were they implemented to achieve the desired outcome(s)?" It is also known as formative evaluation, because it gathers information that can be used as a management tool to improve the way a program operates while the program is in progress. It should also identify problems that occurred and how they were resolved and recommend improved means of future implementation. In concert with the outcome evaluation, it should also help explain, "Why did this program work/not work?" and, "What worked and what did not?"

**PROGRAM INCOME** - Gross income earned by a grantee from Federally supported activities.

**PROJECT PARTNER** - Any individual, organization, or business entity participating in the project that is not the direct recipient of JOLI grant funds. Typical project partners include the following: investors, donors, borrowers, a wholly owned subsidiary, or an entity by which the grantee makes an equity investment or capitalizes a loan in support of grant purposes.

**PROJECT PARTNER AGREEMENT** - A written and signed agreement entered into by the grantee and project partners such as investors, donors, borrowers, a wholly owned subsidiary, or an entity by which the

grantee makes an equity investment or capitalizes a loan in support of grant purposes. A loan commitment from a financial institution or memorandum of understanding from a project partner committing resources or capital is a typical project partner agreement.

**PUBLIC AGENCY PARTNER** - Public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers)

**REVERSIONARY INTEREST** - The Federal Government's ongoing interest in property acquired or improved with Federal grant funds that is triggered when such property is no longer needed for the original authorized purpose. Property acquired in whole or in part with Federal funds revert to the Federal Government whenever those funds and property can no longer be used for grant purposes. The term "property" includes real property, intangible property including debt instrument, and equipment.

**REVOLVING LOAN FUND** - A distinct loan fund established exclusively for JOLI projects as a resource to pay for eligible business development and operational activities that, when repaid, generates additional program income to make new loans. See also the definition of REVERSIONARY INTEREST.

**SELF-EMPLOYMENT** - The employment status of an individual who engages in self-directed economic activities.

**SELF-SUFFICIENCY** - A state of being or status of an individual or family where by reason of employment, eligibility for public assistance is replaced by the ability to meet all basic needs.

**SERVICE AREA** - The geographic area within which the funded project will provide services.

**SITE CONTROL** - Documented proof of applicant's ownership or control of the property where grant activities will be conducted. Proof of site control includes all of the following documentation: documentation of the specific property location (address, city, state); documentation of a signed and dated deed or lease agreement between the applicant and property owner; and documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for project).

**SOURCES AND USES OF FUNDS STATEMENT** - The sum of committed resources (e.g. grant funds, donations) for a specific project or activity and the purpose for which these funds will be used (e.g., operating expenses, acquisition of capital).

**TARGET AREA**- A geographic area within which both the unemployment rate and the poverty rate are equal to or greater than the state or national rates, (within the past 5 years) statistics from published sources. All projects must be located within an geographic area, and all jobs created and businesses created or expanded must be located within the geographic area.

**TECHNICAL ASSISTANCE** - A problem-solving event generally using the services of a specialist. Such services may be provided on-site, by telephone, or by other means of communication. These services address specific problems and are intended to assist with immediate resolution of a given problem or set of problems.

**TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)** - The Federal block grant program authorized in Title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Part A of Title IV under the Social Security Act), as amended. The TANF program transformed "welfare" into a system that requires work in exchange for time-limited assistance.

## II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$2,225,000
Expected Number of Awards:	8
Award Ceiling:	\$317,857 Per Project Period
Award Floor:	\$0 Per Project Period
Average Projected Award Amount:	\$278,125 Per Project Period

### Length of Project Periods:

36-month budget and project period.

### Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Applicants must indicate their expected project period and budget periods for the proposed project.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

## III. Eligibility Information

### III.1. Eligible Applicants

An applicant must be a non-profit organization with 501(c)(3) or 501(c)(4) status, as required by the authorizing legislation at 42 USC sec. 9926(b)(2).

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

### III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

### III.3. Other

An application must propose only one project.

Grant awards will not be made to the same applicant under both the JOLI and the CED programs in FY 2010 if they are serving the same geographical area and proposing an identical project.

Prior to award, the applicant must demonstrate that it has secured control over the site where job creation

activities will take place through a lease agreement or deed of ownership.

Applicants must play a substantive role in the project. Proposals in which the applicant is a conduit of funds to a third party will not be funded. This prohibition does not bar sub-contracting for specific services or activities needed to conduct the project.

Applicants will not be provided funding for a previously funded project to carry out the same work plan in the same target area.

### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

## **Section IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)

Standard Forms are also available at the Grants.gov Forms Repository website at

<http://apply07.grants.gov/apply/FormLinks?family=15>.

Rafael J. Elizalde

Administration for Children and Families

Office of Community Services Operations Center

1515 Wilson Boulevard, Suite 100

Arlington, VA 22209

Phone: (800) 281-9519

Email: [ocsgrants@acf.hhs.gov](mailto:ocsgrants@acf.hhs.gov)

**Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

**Section IV.2. Content and Form of Application Submission**

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via [www.grants.gov](http://www.grants.gov) need not provide additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

The following format requirements apply to application submissions:

1. Page Limit. The application is limited to 150 pages. This page limit includes the project narrative, as well as supporting materials that may be included in appendices such as forms, resumes, letters of support, and other supporting documentation. Pages that exceed the page limit will be removed from the application before the application is sent to the review panel.
2. Page Numbers. All of the pages in the application, including appendices, must be numbered.
3. Table of Contents. A table of contents correctly identifying page numbers for each of the Evaluation Criteria and each Appendix must be provided.
4. Organization. The application should be organized using the Evaluation Criteria below and addressing each sub-criterion. Applicants are advised to address each sub-criterion in the section where it is requested in order to facilitate reviewer evaluation of the application.
5. Appendices. Applications may include appendices with supporting documentation. When an appendix is used, the body of the application should summarize the key points and include a reference to the more detailed material in the appendix.
6. Data. Data used to support the application should come from recent (within the past five years) published sources. Provide reference citations that include sufficient detail to allow a reviewer to obtain and verify statistics from the source data. Examples of acceptable sources include, but are not limited to, recent U.S. Census updates; State, county, city, or other Government bodies; or associations or organizations that provide credible statistics related to the applicant's proposed project.

Each application must demonstrate compliance with all of the requirements described in Section I: Funding Opportunity Description, and must include all of the information described in Section IV: Application and Submission Information. To facilitate a completeness review, a checklist is provided in Section VIII: Other Information.

**Forms, Assurances, and Certifications**

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

### **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](http://Grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)



- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

## The Project Description

### Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### Part II: General Instructions for Preparing a Full Project Description

#### Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

#### Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Please submit letters of intent to:

Rafael J. Elizalde  
Office of Community Services Operations Center  
Administration for Children and Families  
1515 Wilson Boulevard, Suite 100  
Arlington, VA 22209

Phone: 1-800-281-9519 Email: [ocsgrants@acf.hhs.gov](mailto:ocsgrants@acf.hhs.gov)

## **Table of Contents**

List the contents of the application including corresponding page numbers.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

### **Approach: Project Implementation**

The application must provide a clear overview of the nature of the project and how the new businesses or jobs will be created. A clear description will discuss which of the three allowable program strategies new business ventures, business expansion, or self-employment/micro-enterprise projects will be used. It will further present a clear and well-conceived overall approach to the project, including detail demonstrating that the project will be implemented in a way that will achieve the program's goals and objectives. An implementation plan that provides sufficient detail for a reviewer to clearly understand how each aspect of the project will be implemented is helpful in demonstrating feasibility.

Such an implementation plan might include a list of milestones, linkages to proposed project outcomes, a discussion of how those milestones will be achieved, and an analysis of any factors that might affect the schedule and proposed strategies for dealing with them. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved can help document that the project will ensure that the new positions to be created will be in place at least one year before the anticipated project end date.

The application must demonstrate that the project will create positions in a viable industry. This can be accomplished by discussing the industry's short- and long-term job outlook and identifying any critical risks relating to the industry.

The application must present market research analyzing competition, estimated market share, and sales, and analyzing customer base by market segment, size, and trends.

The applicant must provide a recruitment plan and tracking system demonstrating a viable approach to recruiting and working with appropriate businesses, entrepreneurs, and TANF recipients and other low-income individuals such as those who are unemployed; public assistance recipients, including TANF recipients; at-risk youth; custodial and non-custodial parents; residents of public housing; persons with disabilities; persons who are homeless; or individuals transitioning from incarceration back into the community. 100 percent of the new positions are filled by low-income individuals. The application must demonstrate that the plan will focus on the number of positions created, rather than the number of

individuals hired to fill them over the course of the grant.

The application must explain how the applicant will go about obtaining and documenting low-income referrals obtained through memorandums of understanding with social service providers such as TANF, employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers), and local Child Support Enforcement (CSE) agencies for referral of eligible non-custodial parents.

The application must demonstrate that the physical facility required to operate the project can be secured. Providing evidence of site control is one way to demonstrate that this aspect of the project's approach is viable. A discussion of the procedures that will be used to acquire any required equipment also can help demonstrate the project's readiness to undertake the project in compliance with all program requirements.

The application must provide an operations plan that identifies the kind of facilities, site location, space, and capital equipment that will be required (if any), and must discuss how those items will be secured.

*For Micro-Enterprise/Self-Employment Projects Only:* the application must present a viable approach for providing training and support services to potential entrepreneurs and ensuring the viability of micro-enterprise/self-employment projects. The approach must include providing technical assistance in basic business planning and management concepts, preparing a business plan and market analysis, developing products, developing a sales strategy and program, managing production and operation, accessing business loans, and securing commitments of contracts-subcontracts, as appropriate. It must further demonstrate that the types of self-employment and/or micro-enterprise businesses and/or industries that the applicant will support are ones that are likely to thrive in the target area and to help participants become economically self-sufficient.

There must be a need for such businesses in the community, and the applicant must demonstrate an ability to secure commitments of contracts-subcontracts for each of those self-employment/micro-enterprise businesses. If the applicant will make loans or other investments of less than \$20,000, the application must explain how these small investments are expected to achieve the proposed outcomes.

It should further articulate a viable approach to ensuring that the entrepreneurs served under the project will put the new positions in place at least one year before the anticipated project end date, and that 100 percent of the positions that are to be counted toward the number of positions generated by the project will be filled by TANF recipients or other low-income individuals. A model agreement between the applicant and an entrepreneur can help clearly document how each party will fulfill its role in the project.

*For Loan or Revolving Loan Fund Projects Only:* the application must demonstrate how loans from the fund will be made in compliance with all program requirements described elsewhere in this announcement. This would include strategies to ensure that loan funds go to eligible beneficiaries for business development activities; that the interest rate charged will be at or below market rate; that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants; that any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally approved project during the grant period; and that any repaid principal on such loans that is no longer needed for the originally authorized purpose of the project will revert to ACF (see 45 CFR Part 74.36 for additional information pertaining to the use of intangible property).

The application must demonstrate that the number and types of new full-time positions that will be created are appropriate for the project and will contribute significantly to the beneficiary's progress toward self-sufficiency. Information that can help support an assertion that a proposed position is appropriate might include position title and a summary description of the duties associated with the position; anticipated starting wage or salary; a projection of wage or salary growth opportunities; and employee benefits that will

be offered with the position or an explanation of why no benefits are required.

The application must demonstrate that the positions will be sustained for at least one year after the end of the grant period. One way that this can be accomplished is listing the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant period. A discussion of the continued need for the positions after the end of the grant period also can be helpful.

### **Approach: Financial Viability**

The application must demonstrate how the applicant will ensure that adequate resources will be available to implement the project as described in the Approach, either with or without project partners such as investors, donors, subsidiary organizations, entities receiving an equity investment from the grantee, or other project partners. If the applicant does not need outside resources to carry out the project, the application should clearly explain how each part of the project will be accomplished using JOLI funds and resources provided by the applicant only.

The applicant must demonstrate that it has the capacity to responsibly manage the proposed Federal funds. One acceptable form of evidence is a signed statement from a certified, licensed public accountant certifying the applicant's capacity to manage funds responsibly, and its ability to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.21

*For Projects that Involve Partners that will Directly or Indirectly Spend JOLI Funds Only:* If the applicant proposes to work with partners that will directly or indirectly spend JOLI funds, the application should provide a partnership agreement between the applicant and the project partner that includes a description of roles and the relationship between the applicant and project partner. The agreement should be signed by all parties. Such an agreement would address topics such as ensuring that 100 percent of the positions created as a result of the project partner's involvement in the project will be filled by low-income individuals; ensuring that prospective candidates for positions to be filled by low-income individuals will be recruited and verified as eligible under the program; that strategies for retention of low-income individuals in the newly created positions have been established; that detailed records documenting appropriate expenditures of grant funds will be provided regularly; that there will be cooperation with monitoring efforts; and that the project partner will maintain accurate, unduplicated counts of positions created, as distinct from the number of individuals hired to fill them over the course of the grant. The applicant must demonstrate the project partner's financial viability, and include evidence that the project partner has the capacity to responsibly manage the proposed Federal funds. Evidence might include a statement from a certified licensed public accountant certifying the project partners capacity to manage funds responsibly, and its ability to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.21, along with a financial statement stating that the project partner is financially healthy.

For a newly established entity, an official such as an executive director or board member authorized to make decisions on behalf of the organization might attest to financial viability by providing a signed statement agreeing to establish a financial management system, developed in accordance with 45 CFR Part 74.21, within six months of incorporation of the new entity, along with a signed financial statement stating that the project partner is financially healthy.

### **Approach: Financial Strategies**

The application must demonstrate that the applicant has an acceptable financial plan for the project. An acceptable plan should demonstrate that the project will be economically feasible by the conclusion of the grant period and will remain viable for at least one year after the end of the grant period. The budget must demonstrate that the JOLI cost per position created does not exceed \$20,000.

The plan should further demonstrate that the JOLI funds will be used to directly create or expand one or more businesses or micro-enterprises, and to support activities to assist businesses, entrepreneurs, or TANF recipients or other low-income individuals seeking jobs in the service area. Documentation is enhanced when it includes details about both JOLI and non-JOLI funding sources (if applicable) and itemizes expenses by funding source.

The application must further demonstrate that the financial estimates are grounded in solid assumptions. This can be accomplished by providing a narrative discussing the necessity, reasonableness, and allocation of the proposed costs. A convincing narrative would include a discussion of each line item and a calculation for each object class, along with estimation methods, quantities, unit costs, and other similar detail sufficient for verification of the calculation.

Supporting documentation that could contribute to demonstrating financial feasibility for new businesses and business expansion projects might include profit and loss forecasts or Pro Forma, cash flow projections, balance sheets, and sources and uses of funds statements for all funds available to the project.

*For Self-Employment/ Micro-enterprise Projects Only:* If the applicant proposes to use the JOLI funds to support self-employment or micro-enterprise projects, supporting documentation should demonstrate that the applicant has the capacity to help an entrepreneur develop a financially viable business. Such documentation might include submission of information about two successful businesses that the applicant has assisted, profit and loss forecasts (pro-forma), cash flow projections, and balance sheets developed with those businesses. Copies of business licenses for those businesses would help document that the businesses are currently active.

*For Loan or Revolving Loan Fund Projects Only:* If the applicant proposes to use the JOLI funds as a loan or revolving loan fund, whether for micro-enterprises or for other businesses, additional loan agreements are required. Such agreements must demonstrate how the applicant will ensure compliance with all the terms of 45 CFR Part 74.36 concerning intangible property. The applicant might demonstrate this by submitting a model agreement demonstrating how each agreement will include the purpose(s) for which the applicant will make a loan; the interest rates and other fees; the loan period; the repayment schedule; the collateral security required; the default and collection procedures; and places for the signatures of the authorized officials of the lender and borrower.

## **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

## **Geographic Location**

Describe the precise location of the project and boundaries of the area to be served by the proposed project. Maps or other graphic aids may be attached.

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

Evidence consistent with the Proof of Non-Profit Status section below demonstrating that the applicant is a non-profit organization with 501(c)(3) or 501(c)(4) status. This evidence may be in the form of an IRS letter of determination if the letter includes the employer identification number (EIN). If the EIN is not listed, a separate document reflecting the EIN also should be submitted. A predetermination letter is unacceptable.

### **Proof of Non-Profit Status**

Non-profit 501(c)(3) and 501(c)(4) organizations applying for funding are required to submit proof of their non-profit status. Proof of 501(c)(3) or 501(c)(4) non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt 501(c)(3) or 501(c)(4) organizations described in the IRS Code.
- A copy of a currently valid IRS 501(c)(3) or 501(c)(4) tax-exemption certificate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

### **Logic Model**

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

### **Project Sustainability Plan**

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

### **Organizational Capacity**

- Organizational charts

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

### **Third-Party Agreements**

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

A third-party agreement covering a loan transaction must contain, at a minimum, the following information: (1) purpose(s) for which the loan is being made; (2) interest rates and other fees; (3) terms of the loan; (4) repayment schedules; (5) Collateral security; (6) default and collection procedures; (7) signatures of the authorized officials of the lender and the borrower.

A third-party agreement covering an equity investment must contain, at a minimum, the following: (1) purpose(s) for which the equity investment is being made; (2) the type of equity transaction (e.g. stock purchase); (3) cost per share and basis on which the cost per share is derived; (4) number of shares being purchased; (5) percentage of ownership in the business; (6) term of duration of the agreement; (7) number of seats on the board, if applicable; (8) signatures of the authorized officials of the grantee and third party organization.

### **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

### **Budget and Budget Justification**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

### **General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.



## **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

## **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

## **Travel**

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

### **Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

### **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

### **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the

applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

### **Program Income**

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

### **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

### **Electronic Submission via [www.Grants.gov](http://www.Grants.gov)**

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact

Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance.

- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

**Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.**

### **Hard Copy Submission**

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **IV.3. Submission Dates and Times**

Due Date for Letter of Intent: **06/04/2010**

Due Date for Applications: **06/23/2010**

### **Explanation of Due Dates**

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

### **Mailed Applications**

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

### **Hand-Delivered Applications**

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement.

## Electronically-Submitted Applications

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through [www.Grants.gov](http://www.Grants.gov) may be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.  
**The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.**
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.  
**Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.**
3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

## Late Applications

**No appeals will be considered for applications classified as late under the three cited circumstances:**

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from [www.Grants.gov](http://www.Grants.gov) is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

## Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

## Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

#### IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

#### IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

#### **IV.6. Other Submission Requirements**

Submit applications to one of the following addresses:

##### **Submission By Mail**

Katrina Morgan  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Boulevard, Suite 100  
Arlington, VA 22209

##### **Hand Delivery**

Katrina Morgan  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Boulevard, Suite 100  
Arlington, VA 22209

##### **Electronic Submission**

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

#### **V. Application Review Information**

##### **V.1. Criteria**

Applications will be reviewed and evaluated against the Evaluation Criteria described in detail in the following sections. Information should be stated clearly and succinctly, linking the organization's proposal to the evaluation criteria. Applicants should focus on who will be responsible for achieving the outcomes of the project, why completion of these activities will help address stated needs, how the proposed activities will be carried out when the proposed activities will occur and what financial and programmatic resources will ensure successful completion of proposed activities.

The number of points assigned to each criterion indicates the relative importance of that factor to OCS. The application should be organized to address each criterion in the section where it is requested and in the order requested to ensure that the reviewers can properly evaluate the application.

Each application must demonstrate compliance with all of the program elements described in Section I: Funding Opportunity Description, and must include all of the information described in Section IV: Application and Submission Information. To facilitate a completeness review, a checklist is provided in Section VIII: Other Information.

**OBJECTIVES AND NEED FOR ASSISTANCE****Maximum Points: 5**

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

- A. The application demonstrates that the project's goals and objectives for business development, job creation, self-sufficiency for TANF recipients and other low-income individuals, and aligns with the goals and objectives of the JOLI program.
- B. The application demonstrates that the project is needed to create or expand employment and business opportunities for TANF recipients and other low-income individuals to help them achieve self-sufficiency.
- C. The application identifies ways in which the project will identify and address personal and community barriers that prevent TANF recipients and other low-income individuals from successfully obtaining and holding jobs, or creating successful businesses in the community to be served.
- D. The application demonstrates that the project will meet the program's objectives by serving TANF recipients or other low-income individuals through a project located in a low-income community and that all businesses and positions created under the project will be located within the target service area.
- E. The application provides evidence that both the unemployment rate and the poverty rate within the project's service area are equal to or greater than the state or national level.

**APPROACH****Maximum Points: 45****1. Project Implementation (20 Points)**

In reviewing the project implementation strategy, reviewers will consider the extent to which:

- A. The application presents a clear and well-conceived overall approach to the project, with a sound and feasible implementation plan that will lead to a viable business that is consistent with the expectations described in this announcement. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved can help document that the new positions to be created will be in place at least one year before the anticipated project end date. The overall plan reflects a clear understanding of the program as described in this program announcement.
- B. The application presents market research indicating that the business will be viable in terms of competition, anticipated market, customer base, and market trends.
- C. The application demonstrates that the project will follow one of the three allowable program strategies--new business ventures, business expansion, or self-employment/micro-enterprise projects.
- D. The number and types of new full-time positions that will be created are appropriate for the project and will provide starting wages, wage growth opportunities, and employee benefits that will allow families to achieve self-sufficiency.
- E. The application demonstrates that the project will be solidly positioned for continued success after the end of the grant period, and that the positions will be sustained for at least one year after the end of the grant period.
- F. The application proposes a recruitment strategy and tracking system that will result in 100 percent of the



new positions being filled by low-income individuals, as established by counting the number of positions created, not the number of individuals hired to fill them over the course of the grant. The recruitment plan should include a sound and feasible plan for obtaining and documenting low-income referrals with social service providers such as TANF, child support agencies, and other sources.

G. The application demonstrates that the physical facility if available at the time of application submission or prior to award and other equipment required to operate the project will be secured in ways that are consistent with the expectations described in this announcement. Proof that the physical facility will be secured includes documentation of the specific property location (address, city, State); documentation of a signed and dated deed or lease agreement between the applicant and property owner; documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for project).

H. *For Self-employment/ Micro-enterprise Projects Only:* The application:

1. Presents a viable approach for providing training and support services to potential entrepreneurs, including technical assistance in basic business planning and management concepts, preparing a business plan and market analysis, developing products, developing a sales strategy and program, managing production and operation, accessing business loans, and securing commitments of contracts/subcontracts, as appropriate.

2. Presents a viable approach for ensuring that the entrepreneurs supported by the project will implement their activities in ways that support achievement of the program's goals and objectives.

I. *For Loan/Revolving Loan Projects Only:* The application describes strategies to ensure that loan funds go to eligible beneficiaries for business development activities; that the interest rate charged will be at or below market rate; that copies of executed loan agreements will be submitted to ACF upon establishing such loans with program participants; that any interest accrued on revolving loan funds will be used to continue or expand the activities of the originally approved project during the grant period; and that any repaid principal on such loans that is no longer needed for the originally authorized purpose of the project will revert to ACF (see 45 CFR Part 74.36.21 for additional information pertaining to the use of intangible property).

## **2. Financial Viability (10 Points)**

In reviewing the project structure, reviewers will consider the extent to which:

A. The application demonstrates how the applicant will ensure that adequate resources will be available for the project, either with or without project partners such as investors, donors, borrowers, a wholly owned subsidiary, or an entity by which the grantee makes an equity investment.

B. The application demonstrates the capacity to responsibly manage the proposed Federal funds and to adequately protect any Federal funds awarded under the application through a financial management system that complies with 45 CFR Part 74.21

C. *For Projects that Involve Partners that will Directly or Indirectly Spend JOLI Funds Only:* The application demonstrates that procedures are in place to ensure that any project partner that will be responsible for directly or indirectly spending JOLI funds will comply with all program requirements. This would include ensuring that 100 percent of the positions created as a result of the project partner's involvement in the project will be filled by qualified low-income individuals, that appropriate efforts will be made to retain the recruited individuals in the newly-created positions, that grant funds will be expended appropriately, and that the partner will cooperate with all record-keeping and monitoring requirements.

### 3. Financial Strategies (15 points)

In reviewing the applicant's financial strategies, reviewers will consider the extent to which:

A. The application provides an acceptable financial plan and accompanying narrative for the project, demonstrating that the project will be economically feasible by the conclusion of the grant period, and for at least one year thereafter. The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application. Supporting documentation that could contribute to demonstrating financial feasibility might include profit and loss forecasts pro-forma, cash flow projections, balance sheets, and sources and uses of funds statements for all funds available to the project.

B. *For Self-employment/ Micro-enterprise Projects Only:* The application demonstrates that the applicant has the capacity to help an entrepreneur develop a financially viable business by including documentation such as information about two successful businesses that the applicant has assisted, profit and loss forecasts (pro-forma), cash flow projections, and balance sheets developed with those businesses, and copies of business licenses for those businesses to show the businesses are currently active.

C. *For Loan/Revolving Loan Projects Only:* The application demonstrates compliance with all the terms of 45 CFR Part 74.21 concerning intangible property. Evidence of compliance may include a model agreement demonstrating how each agreement will include the purpose(s) for which the applicant will make a loan; the interest rates and other fees; the loan period; the repayment schedule; the collateral security required; the default and collection procedures; and places for the signatures of the authorized officials of the lender and borrower.

#### **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 10**

In reviewing the budget and budget justification, reviewers will consider the extent to which:

A. The application demonstrates that the amount of funds available for the project (JOLI and non-JOLI) is commensurate with the level of effort necessary to accomplish the goals and objectives of the project. If the applicant does not intend to use non-JOLI funds to finance the project, the grantee should demonstrate why non-JOLI funds are not necessary to accomplish the project.

B. The application demonstrates, convincingly that the JOLI cost per position created will not exceed \$20,000.

C. The application clearly links the proposed expenditures to the proposed activities. The application demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.

D. The application demonstrates that the budget includes funds for all required items. This would include travel for one staff member to attend a training and technical assistance conference in Washington, D.C. during each year of the grant.

#### **PUBLIC SUPPORT**

**Maximum Points: 10**

## 1. Public Agency Agreement

In reviewing public agency agreements, reviewers will consider the extent to which:

- A. The agreement establishes relationships with public assistance and other agencies responsible for administering child support enforcement, TANF, and employment education and training programs (for example, the Department of Labor's ETA-funded One-Stop Career Centers) that are adequate to support the proposed project.
- B. The agreement describe the roles and responsibilities the applicant and public agency will have to support the project.
- C. The agreement is formalized in the form of a MOU, partnership agreement, or letter of commitment signed and dated by applicant and public agency staff with signature authority.

## 2. Community Letter of Support

In addition to formal agreements with public agencies, the applicant may submit signed letters of support from members of the community. In reviewing signed letters of support from the community, reviewers will consider the extent to which:

- A. The applicant demonstrates support from other members of the community such as elected officials, leadership of other local non-profits, and representatives of neighborhood businesses.
- B. The letter of support describes the relationship to the applicant.
- C. The letter of support demonstrates knowledge of the applicant's experience and qualifications.
- D. The letter of support describes government and/or community support for the project.

## EVALUATION

**Maximum Points: 5**

In reviewing the applicant's plans for evaluating the project, reviewers will consider the extent to which:

- A. The application provides a plan for evaluating the entire project that will answer the question "What did this project accomplish, and why was the project successful or unsuccessful?" The application explains how the project's ongoing accomplishments will be measured and compared with projected accomplishments using concrete measures related to the logic model. The application demonstrates the evaluation will include process measures (e.g., effectiveness of the recruitment strategy, effectiveness of training programs) and outcome measures (e.g., number of jobs for low-income individuals created) that can be used to improve future operations and evaluate project accomplishments.
- B. The application demonstrates the logical connections between the project activities discussed in the Approach section and the outcomes discussed in the Objectives and Need for Assistance section.
- C. The application provides a realistic schedule for evaluating the project and submitting annual reports and a final report from an independent evaluator, each of which will compare actual and projected progress toward business creation or expansion and position creation, and discuss any lessons learned. The evaluation schedule should show that annual evaluation reports will be provided after the end of each grant year, and the final evaluation report should be provided after the end of the grant period.
- D. The application confirms that an independent evaluator will conduct the required evaluations.

E. The application demonstrates the qualifications of the independent evaluator to successfully plan and evaluate social services delivery programs, community economic development or job creation projects for low-income populations, or programs designed to foster self-sufficiency in low-income populations. In the event that an evaluator has not yet been selected, the application should demonstrate that an appropriate position description, recruitment strategy, and hiring timeline are in place.

F. The application confirms that the grantee will participate in compliance monitoring reviews, quarterly technical assistance conference calls, an annual collection of information approved by the Office of Management and Budget (OMB), and other limited surveys that request recommendations to improve the technical assistance support.

## **ORGANIZATION PROFILES**

**Maximum Points: 15**

### **1. Organizational Capacity (10 Points)**

In reviewing organizational capacity, reviewers will consider the extent to which:

A. The application demonstrates that the applicant is a qualified non-profit organization.

B. The application demonstrates that the organization, its staff, and its project partners have sufficient overall experience to successfully implement the proposed project, including relevant experience and success in developing and operating projects similar to those to be conducted under the proposed project. If one or more project partners are involved, the extent to which the application demonstrates that the combined capacity of the applicant and the partner organizations is sufficient to successfully implement the proposed project.

C. The application demonstrates the applicant's ability and willingness to supply the facilities and resources required to successfully administer the program.

D. The application provides convincing evidence of the applicant's experience with program evaluation and data collection.

### **2. Past Success with Similar Job Creation Projects (5 Points)**

In reviewing past successes with similar job creation projects, reviewers will consider the extent to which:

A. The application demonstrates that the applicant has the experience necessary to successfully carry out the proposed project, including evidence of **two** similar business creation or business expansion projects undertaken by the applicant.

B. The applicant provides a quantitative and qualitative description of successful results achieved for each of the two prior projects. Examples of ways to demonstrate the success of previous projects include number of jobs created; wages, benefits, and position description that indicate jobs created would provide self-sufficiency; and number of years of project operation and position availability.

## **STAFF AND POSITION DATA**

**Maximum Points: 10**

In reviewing staff and position data, reviewers will consider the extent to which:

A. The application identifies qualified staff to carry out the proposed project including key staff who will have responsibility for managing the project, coordinating activities, and achieving performance targets. Staff qualifications include both applicant staff and project partner staff as necessary to demonstrate that the project will have acceptable leadership. The application should note the percent time each key staff member

will devote to the project.

B. The application demonstrates through biographical sketches, degree information, resumes, and descriptions of previous project experience that the identified staff are qualified to carry out the proposed project. The application should identify staff percent of time available for the project.

C. The application demonstrates that together the key staff have the appropriate time commitment, supervisory experience, experience in finance and business, and experience with the target population. The discussion of staff experience must be sufficiently detailed to allow reviewers to assess whether individuals' skills and experience demonstrate an ability to fulfill the tasks assigned to them.

D. In cases where a key staff person has not yet been hired, the application demonstrates that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

## **BONUS POINTS**

**Maximum Points: 15**

### **A. High TANF Caseload (5 points)**

In reviewing eligibility for bonus points, reviewers will consider the extent to which the applicant provides supporting evidence that in the area the project serves, the number of TANF recipients per capita is at least one-third more than the State-Wide average of TANF recipients per capita.

### **B. Childcare Support (10 points)**

In reviewing eligibility for bonus points, reviewers will consider the extent to which applicants propose projects that support child care and early childhood education as such projects create jobs for low-income participants and support other working families.

## **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application.

### **Initial ACF Screening**

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in *Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

### **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects

for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

OCS may consider geographic location in the award of grants.

In addition, OCS reserves the right not to make awards to applicants that score in the fundable range but have failed to successfully fulfill the goals of previous CED and JOLI projects.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

### **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

## **V.3. Anticipated Announcement and Award Dates**

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities

comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

### **Award Term and Condition for Trafficking in Persons**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

## **VI.3. Reporting**



Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Program Progress Reports: Semi-Annually  
Financial Reports: Semi-Annually

Program reports and financial reports are required semi-annually. These reports are to be submitted in addition to the annual evaluation reports to be provided by the independent evaluator.

## VII. Agency Contacts

### **Program Office Contact**

Rafael J. Elizalde  
Administration for Children and Families  
Office of Community Services Operations Center  
1515 Wilson Boulevard, Suite 100  
Arlington, VA 22209  
Phone: (800) 281-9519  
Email: [ocsgrants@acf.hhs.gov](mailto:ocsgrants@acf.hhs.gov)

### **Office of Grants Management Contact**

Katrina Morgan  
Administration for Children and Families



Office of Community Services Operations Center  
1515 Wilson Boulevard, Suite 100  
Arlington, VA 22209  
Phone: (800) 281-9519  
Email: [ocsgrants@acf.hhs.gov](mailto:ocsgrants@acf.hhs.gov)

### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **VIII. Other Information**

### **Reference Websites**

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov/applicants/email_subscription.jsp)  
[http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp)

### **Checklist**

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html) and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at [http://www07.grants.gov/aboutgrants/accessibility\\_compliance.jsp](http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp)

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
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Letter of Intent	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http:// apply07.grants.gov/apply/FormLinks?family=15</a> .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Third-Party Agreements	Referenced in Section IV.2 of the announcement under "Project Description."	If available, submission is due by application due date found in Overview and Section IV.3. or by time of award.

Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Project Sustainability Plan	Referenced in Section IV.2 of the announcement under "Project Description."	Required of all applicants for projects of three years (36 months) or more in length.  By application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by date of award.
Survey on Ensuring Equal Opportunity for Applicants	Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.  The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by date of award.

<p>This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in Section IV.4 of this announcement.</p>	<p>Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.</p>
<p>Logic Model</p>	<p>Referenced in Section IV.2 of the announcement under "Project Description."</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>
<p>SF-LLL - Disclosure of Lobbying Activities, if applicable</p>	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>Submission due by application due date found in Overview and Section IV.3.</p>

## Signature

Date: 05/12/2010

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Yolanda J. Butler, Ph.D.  
Acting Director, Office of Community Services  
Administration for Children and Families